

**SOLICITATION AMENDMENT NO. 1**  
**SOLICITATION NO. T08-49-00013**



ARIZONA DEPARTMENT OF TRANSPORTATION  
Procurement Group  
1739 W. Jackson Street, Suite A MD100P  
Phoenix, Arizona 85007  
Phone: (602) 712-7211



Description: **SPR 654 – Options & Impacts of Measures to Reduce Single-Occupant Vehicle (SOV) Traffic**

Solicitation Due Date: February 18, 2008 until 3:00 P.M. MST

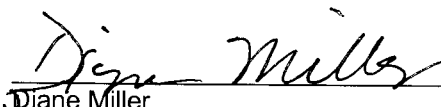
A signed copy of this amendment shall be received by the ADOT Procurement Office with your offer or prior to the Solicitation due date and time. This Solicitation is amended as follows:

**1. Revised:**

The solicitation due date is hereby changed from January 14, 2008 until 3:00 P.M. MST to **February 18, 2008** until 3:00 P.M. MST.

**2. There are no further changes at this time.**

***ALL OTHER PROVISIONS OF THE SOLICITATION SHALL REMAIN IN THEIR ENTIRETY.***

Offeror hereby acknowledges receipt and understanding of the above amendment.		The above referenced Solicitation Amendment is hereby executed this <u>17th</u> Day of <u>December 2007</u> , at Phoenix, Arizona.	
Signature _____		 Diane Miller PROCUREMENT OFFICER	
Date _____			
Typed Name and Title _____			
Company Name _____			
Address _____			
City _____	State _____	Zip _____	



**STATE OF ARIZONA**  
DEPARTMENT OF TRANSPORTATION  
PROCUREMENT



**ELECTRONIC REQUEST FOR QUOTES**

ADOT SOLICITATION REFERENCE NUMBER: **T08-49-00013**

Description: **SPR 654 – Options & Impacts of Measures to Reduce Single-Occupant Vehicle (SOV) Traffic**

**DUE DATE: 01/14/08**

at 5:00 P.M. MST

DATE POSTED: **12/13/07**

**Submittal Location:**

Arizona Department of Transportation  
Procurement Group  
1739 W. Jackson Street, Suite A MD 100P  
Phoenix, Arizona 85007

**REPLY TO: FAX: (602) 712-3151**

Responsible Contract Officer: Diane Miller Phone: (602) 712-8505  
E-mail: [dimiller@azdot.gov](mailto:dimiller@azdot.gov)

**TOTAL AGGREGATE AMOUNT FOR THIS CONTRACT WILL NOT EXCEED \$50,000.00.**

**PROCUREMENTS LESS THAN \$50,000.00 ARE RESTRICTED TO SMALL BUSINESSES. A SMALL BUSINESS IS ONE THAT, INCLUDING ITS AFFILIATES, IS INDEPENDENTLY OWNED AND OPERATED, IS NOT DOMINANT IN THE TYPE OF BUSINESS IT CONDUCTS, AND WHICH EMPLOYS FEWER THAN 100 FULL TIME EMPLOYEES OR WHICH HAS GROSS RECEIPTS OF LESS THAN \$4 MILLION IN ITS LAST FISCAL YEAR.**

“An Equal Employment Opportunity Agency”

The Arizona Department of Transportation is committed to the principles of Equal Employment Opportunity. To ensure dissemination of the Equal Opportunity program throughout all levels of the department, the ADOT Civil Rights Deputy Administrator serves as the Equal Opportunity Administrator for the Arizona Department of Transportation.

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## 1.0 **STATEMENT OF NEED**

The Arizona Department of Transportation (ADOT), Arizona Transportation Research Center (ATRC) (herein referred to as the Department) has a need for a firm or individual (hereinafter referred to as Contractor) to prepare a report estimating the magnitude of impact and effectiveness of various plausible incentives and disincentives to reduce single-occupant-vehicle (SOV) travel.

## 1.1 **Problem Description**

Arizona's population is growing and with all the opportunities this will bring to the State, one of the major concerns is transportation gridlock on local streets and state highways. Perhaps incentives like tax credits for reduced personal mileage, payment for not driving alone, increased employer-approved work-from-home programs, grocery delivery to the home, availability of personal services at the work site, or disincentives like tolls, personal income tax or other types of taxes based on higher than average mileage in a year, charges for parking (work and social) could have a significant impact.

We need to consider more aggressive measures for reducing traffic congestion. The two largest cities, Phoenix and Tucson, already have Travel Reduction Ordinances in place targeted to employers to reduce employee drive alone trips to the work site. While these programs are making a contribution, stronger and more dynamic measures may need to be implemented to increase the impact on traffic congestion.

## 1.2 **Project Objectives**

1. The objective would be to estimate the magnitude of impact and effectiveness of various plausible incentives and disincentives to reduce SOV travel.
2. The research should identify the most promising options and recommend a pilot test protocol for ascertaining the effectiveness of one or more of these options in an Arizona location.

## 1.3 **Approach and Work Plan**

The following work tasks are intended to provide a framework for conducting the research and are considered to be the minimum. Projects typically are completed within a one to two year period.

Task 1: The Contractor shall present an outline of a work plan. Intermediate deliverables shall be identified in the work plan and any progress payments associated with these deliverables shall be specified. The Technical Advisory Committee (TAC) will review the scope of work and work plan. At this time, any revisions needed shall be made. **Deliverable:** A work plan acceptable to the TAC.

Task 2: The researcher will review the existing literature on measures aimed at reducing SOV travel. **Deliverable:** Document the findings in a manner that is acceptable to the TAC and which shall be suitable for inclusion in the final report.

Task 3: The researcher will conduct a survey of agencies in the U.S. to search for information on the effectiveness of measures that may have been employed elsewhere. **Deliverable:** Document the findings in a manner that is acceptable to the TAC and which shall be suitable for inclusion in the final report.

Task 4: The researcher will conduct a survey of agencies in Arizona to identify promising pilot test locations and design a pilot test protocol for one or more measures in one or more locations in Arizona. **Deliverable:** Document the findings in a manner that is acceptable to the TAC and which shall be suitable for inclusion in the final report.

**Task 5:** Contractor shall submit a Project Final Report and a four-page Research Note to ATRC. The Final Report shall contain the data and explanatory narrative sufficient to document the Project goals, scope, methods used in the research, activities and issues, results, recommendations and all other requirements specified in this Solicitation. The Final Report shall include suggestions on how to implement recommendations made. Electronic copies of the Final Report shall be provided in mutually agreed upon formats. The Final Report shall conform to the version of the ATRC document, Guidelines for Preparing ATRC Research Reports, which is in effect at the time this Contract is executed. At Contractor's request ATRC will provide Contractor a printed or electronic copy of the Guidelines or the document may be found on the Internet at: <http://www.azdot.gov/TPD/ATRC/Publications/guidelines.asp>. The four-page Research Note serves as an executive summary for the project. It must be written in a concise manner with an emphasis on the research need, project goals, and key results, conclusions and recommendations. ATRC will provide format samples and guidelines for this document, which will be both printed and posted on the Internet. Contractor is responsible for correction of deficiencies in the Final Report that are identified by the Project's Technical Advisory Committee, the Federal Highway Administration or ATRC. The Project is not considered complete until Report deficiencies are corrected. Contractor should include report preparation and revisions as part of the work scope for this Solicitation. **Deliverable:** A final report that is acceptable to the TAC, Federal Highway Administration (FHWA) and ATRC.

**Task 6:** Contractor shall provide a brief presentation to the Research Council or another audience designated by the TAC. This presentation shall include such visual aids (Microsoft PowerPoint is preferred) as necessary or useful in portraying the information content of the research. Copies of the final report and any handouts of other information shall be distributed to members of the Research Council at this presentation. **Deliverable:** A final oral presentation that is acceptable to the TAC.

#### 1.4

##### **Contractor Responsibilities**

Conduct the research in accordance with ATRC guidelines. These guidelines can be found at <http://www.azdot.gov/TPD/ATRC/research/Guidelines.asp>. Copies of previously published ATRC reports illustrating the type of final product required can be found at [http://www.azdot.gov/TPD/ATRC/Publications/project\\_reports/index.asp](http://www.azdot.gov/TPD/ATRC/Publications/project_reports/index.asp).

Respect the confidentiality of the Department's data—using any confidential information solely for the purposes of this research project. No data or reports shall be released to entities not directly involved with the Project without the express prior written approval of ADOT. All media contacts prior to the publication of the final report for the Project, and directly related to the Project, shall be coordinated by ADOT.

Submit periodic progress reports that summarize work to date and include a copy of appropriate deliverables (for example, bibliographies, research notes, partially completed text, tables or graphics). Frequency of progress reports shall be determined and mutually agreed upon at the time the work plan is approved.

Submit invoices for payment purposes. These invoices shall accompany the periodic progress reports and shall be for amounts commensurate with the deliverables of the project. The Project Manager shall provide sample format for invoices.

#### 1.5

##### **TAC Responsibilities**

Provide guidance to the project by making timely responses to any relevant questions posed by the Contractor.

Assist in obtaining access to any official data, records, or information needed for the research.

Review progress reports in a timely manner to provide feedback and ensure that the project stays on course.

Review and approve (if satisfactory) the final report.

Provide reasonable assistance in the oral presentation to the Research Council or other designated audience.

Make the best effort to implement recommendations that would be beneficial to the Department or other government agencies and/or the traveling public.

#### **1.6 Department Project Manager Responsibilities**

The Department Project Manager shall provide general direction as necessary and be responsible for all decisions pertaining to the work on this project, including processing invoices and reporting progress to TAC.

#### **2.0 UNIFORM TERMS AND CONDITIONS**

Incorporated by reference. To obtain a copy of the Uniform Terms and Conditions in full text, you can log on to <http://www.spirit.az.gov/Applications/SPIRIT/SR.nsf> or contact Diane Miller at (602) 712-8505.

#### **3.0 SPECIAL TERMS AND CONDITIONS**

##### **3.1 Term**

The term of any resultant contract shall commence upon contract execution and shall continue for two (2) years unless terminated, cancelled or extended as otherwise provided herein.

The Department reserves the right to unilaterally extend the period of any resultant contract for thirty-one (31) days beyond the stated expiration date.

In addition, by mutual written agreement, any resultant contract may be extended for supplemental periods up to a maximum of thirty-six (36) months or subject to the budget limitation of **\$50,000.00**.

##### **3.2 Method of Payment & Funding Limitation**

All project invoices are paid at 90% of the billed amount. The remaining 10% is withheld until final completion of the project. Payment is made based upon the deliverables identified and completed. The Department reserves the right to withhold payment in the event that adequate documentation of satisfactory progress toward completion of the project has not been received. The Project Manager shall be the judge of the adequacy of documentation and whether progress on the project is satisfactory. The maximum budget for this project is **\$50,000.00**.

The Contractor shall submit invoices for services rendered to the address as follows:

Arizona Department of Transportation,  
Transportation Research Center Department (Mail Drop 075R)  
2739 E. Washington Street  
Phoenix, AZ 85034-1422  
Attention: Mr. John Semmens, Project Manager

##### **3.3 Changes**

The Department reserves the right to revise the delivery schedule and make other changes within the general Scope of Work as may be deemed necessary to best serve the interest of the Department. All changes shall be documented by formal amendments to the contract in accordance with A.R.S. 41-2503 (8).

### **3.4 Accuracy of Work**

The Contractor shall be responsible for the accuracy of the work and shall promptly make all necessary revisions or corrections resulting from errors and omissions on the part of the Contractor without additional compensation. Acceptance of the work by the State will not relieve the Contractor of the responsibility for subsequent correction of any such errors and clarification of any ambiguities.

### **3.5 Review of Contractor's Work**

Work performed by the Contractor shall be subject to periodic reviews. The Department reserves the right to make such reviews and pass upon the acceptability of Contractor's work.

### **3.6 Cancellation for Possession of Weapons on ADOT Property**

This contract may be cancelled if contractor or any subcontractors or others in the employ or under the supervision of the contractor or subcontractors is found to be in possession of weapons.

Possession of weapons (firearms, explosive device, knife or blade of more than three inches, or any other instrument designed for lethal or disabling use) is prohibited on ADOT property pursuant to ADOT Policy, PER 6.04, "Weapons in the Workplace." Such property includes ADOT owned or leased office building, yards, parking lots, construction sites or state owned vehicles.

Further, if the contractor or any subcontractors or others in the employ or under the supervision of the contractors or subcontractors are asked by an ADOT official to leave the ADOT property, they are advised that failure to comply with such a request shall result in cancellation of the contract and anyone who refuses, whether armed or not, is subject to prosecution under A.R.S. § 13-1502, "Criminal trespass in the third degree; classification."

### **3.7 Offshore Performance of Work Prohibited**

Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.

### **3.8 Federal Immigration and Nationality Act**

The contractor shall comply with all federal, state and local immigration laws and regulations relating to the immigration status of their employees during the term of the contract. Further, the contractor shall flow down this requirement to all subcontractors utilized during the term of the contract. The State shall retain the right to perform random audits of contractor and subcontractor records or to inspect papers of any employee thereof to ensure compliance. Should the State determine that the contractor and/or any subcontractors be found noncompliant, the State may pursue all remedies allowed by law, including, but not limited to; suspension of work, termination of the contract for default and suspension and/or debarment of the contractor.

### **3.9 Notices/Correspondence Requirements**

All correspondence/notices for this contract shall be delivered in person or sent by mail addressed as follows:

Arizona Department of Transportation  
Procurement Group  
1739 W. Jackson St., Ste. A, MD100P  
Phoenix, Arizona 85007-3276  
Attention: [Diane Miller](#)

#### **4.0 UNIFORM INSTRUCTIONS TO OFFERORS**

Incorporated by reference. To obtain a copy of the Uniform Instructions to Offerors in full text, you can log on to <http://www.spirit.az.gov/Applications/SPIRIT/SR.nsf> or contact Diane Miller at (602) 712-8505.

#### **5.0 SPECIAL OFFER SUBMITTAL INSTRUCTIONS**

Complete and return all required information to the location indicated on the solicitation, page one (1) by the time indicated. **Responses may be faxed to: (602) 712-3151 or sent via e-mail with electronic signature to [dimiller@azdot.gov](mailto:dimiller@azdot.gov), Attention: Diane Miller.** Responses must be in writing and signed.

#### **5.1 Required Information**

The following shall be completed and submitted concurrent with and as part of the Offer:

Attachment 1 - Offer and Contract Award  
Attachment 2 - Price Schedule  
Attachment 3 - Offeror's References  
Attachment 4 – State of Arizona Substitute W-9

Submit cover letter and resume(s) of proposed personnel.

Submit an example of the proposed personnel's work product or provide a website where sample can be obtained or provide on CD in Word or PDF format.

Submit transcripts or qualifications of the organization.

**OFFER EVALUATION AND SELECTION**

The table below indicates the items and the relative order of importance that shall be given to each factor in the selection of the firm or individual to undertake the research project. The Offeror shall submit items 2 through 6 in written form. The project manager shall evaluate the offers and make a recommendation for award based upon the following evaluation criteria. Those offers determined to be reasonably susceptible of being selected for award shall be invited to interview. If circumstances prevent full execution of the contract, the Offeror submitting the next ranked offer will be called. An award will be made to the responsible Offeror whose offer is determined to be the most advantageous to the State by the Procurement Officer.

1. Interview	The Project Manager will interview the Offeror in person or by telephone. The interview questions to be asked are found in Exhibit A of this solicitation. One of the objectives of the interview is to establish that the Offeror is responsible, as defined below in A.R.S. 41-2531 (14), to undertake this project. No revisions to the offer or solicitation will take place. <u>Definitions:</u> A.R.S. 41-2531 (14) – " <b>Responsible bidder or Offeror</b> " means a person who has the capability to perform the contract requirements and the integrity and reliability, which will assure good faith performance.
2. Sample of Previous work	Provide a sample of Offerors best work on a research project. If possible, this sample should reflect work on a related topic or demonstrate the type of skills that would be useful on this project. Electronic format is acceptable.
3. Cover letter and resume	Submit a one-page cover letter briefly describing why Offeror should be selected for the job and attach a brief résumé listing educational and job experiences.
4. References	Provide three (3) references (including telephone numbers and e-mail addresses) who will vouch for Offerors ability and attitude. References are required to complete Attachment 3, Offeror's References.
5. Transcripts <b>OR</b> Qualifications of the Organization	Provide an unofficial copy of college transcripts, <b>OR</b> describe Offerors organizational capabilities, background qualifications and experience. Include internal methods proposed for completing projects on time and person responsible for schedule.
6. Price	Utilizing the Price Sheet, specify a "Firm Fixed Price" for completion of the project. This shall be supported by an hourly rate combined with an estimation of how many hours would be required to complete the project.



<b>EXHIBIT 1</b>
<b>INTERVIEW OUTLINE</b>
<b>SOLICITATION NO. T08-49-00013</b>

Name\_\_\_\_\_

Project\_\_\_\_\_

Date\_\_\_\_\_

Why do you want to work on this project?

What do you know about traffic mitigation measures focused on reducing SOV travel?

How will you proceed with the work on this project?

What distinguishes you from other candidates for this job?

What is the most important skill or attribute you will bring to this job?

Are there any particular special circumstances or requests (i.e., work schedule, timeframe, task order, etc.) you would like to make regarding this project?

Any additional comments you would like to make or items you would like to show that would help ADOT evaluate your capabilities for this job?

**ATTACHMENT 1  
OFFER AND CONTRACT AWARD**



ARIZONA DEPARTMENT OF TRANSPORTATION  
Procurement Group  
1739 West Jackson, Room 100P  
Phoenix, Arizona 85007-3276  
Phone: (602) 712-7211



SOLICITATION NO. **T08-49-00013**

Submit this form with an original signature to the State.

**OFFER**

TO THE STATE OF ARIZONA:

The bidder hereby offers and agrees to perform in compliance with all terms, conditions, specifications and amendments of this solicitation and any written exceptions in the offer. Signature also acknowledges receipt of all pages indicated in the Table of Contents.

Arizona State Transaction Privilege Tax License Number:

No.: \_\_\_\_\_

Federal Employer Identification

For clarification of this offer, contact:

No.: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Offeror's (Company) Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Company Email Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Signature of Person Authorized to Sign Offer

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facsimile

\_\_\_\_\_  
Title

**SMALL BUSINESS CERTIFICATION**

As a person authorized to represent this offeror, by signing below I certify that the bidding organization is qualified as a small business. A small business means a concern, including its affiliates, which is independently owned and operated, which is not dominant in its field, and which employs fewer than one hundred full-time employees or which had gross annual receipts of less than four million dollars in its last fiscal year (A.R.S. §41-1001). Procurements estimated to cost less than fifty thousand dollars (\$50,000.00) shall be restricted to small businesses in accordance with A.R.S. 41-2535.

\_\_\_\_\_  
Signature of Person Authorized to Certify Status as Small Business

ACCEPTANCE OF OFFER AND CONTRACT AWARD (FOR STATE OF ARIZONA USE ONLY)

Your bid is hereby accepted.

The contractor is now bound to perform based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the contractor's offer as accepted by the state.

This contract shall henceforth be referred to as Contract No. \_\_\_\_\_.

**SPR 654 – Options & Impacts of Measures to Reduce Single-Occupant Vehicle (SOV) Traffic**

The contractor is hereby cautioned not to commence any billable work or provide any material, service or construction under this contract until contractor receives a purchase order.

State of Arizona

Awarded this \_\_\_\_\_ day of \_\_\_\_\_ 2008

\_\_\_\_\_  
Diane Miller

As Procurement Officer and not personally

**ATTACHMENT 2  
PRICE SHEET**

**SOLICITATION NO. T08-49-00013**

COMPLETE THIS FORM IN ACCORDANCE WITH SOLICITATION REQUIREMENTS AND SUBMITTED WITH OFFER:

FIRM FIXED PRICE for research project \$\_\_\_\_\_ Total

Estimated number of hours to complete project \_\_\_\_\_ Hours

Hourly Rate \$\_\_\_\_\_/hour

<b>ATTACHMENT 3</b>
<b>OFFERORS REFERENCES</b>
<b>SOLICITATION NO. T08-49-00013</b>

Provide a copy of this form to each of three (3) references for completion and inclusion with offer. These references will be checked, please make sure all information is accurate and current.

Offeror's Name\_\_\_\_\_

Reference Name\_\_\_\_\_

Reference Telephone Number\_\_\_\_\_

Reference Facsimile Number\_\_\_\_\_

Reference E-mail Address\_\_\_\_\_

What is the nature of your relationship with the referenced individual?

\_\_\_\_\_  
\_\_\_\_\_

1. On a scale of 1 to 10, with 10 being the best, how would you rate this person / firm in terms of their ability to do each of the following: (Explain as necessary.)

Complete work on schedule \_\_\_\_\_

Take direction \_\_\_\_\_

Prepare a quality written report \_\_\_\_\_

Make a coherent oral presentation \_\_\_\_\_

2. Attitude:

\_\_\_\_\_Excellent: always gives a good effort. Independently achieves good performance.

\_\_\_\_\_Good: usually gives a good effort. Requires some coaching/motivation.

\_\_\_\_\_Fair: gets work done but requires frequent coaching/motivation.

\_\_\_\_\_Poor: unreliable. Does not work to potential.

3. Is there anything else you can add that would help us evaluate this person's/firm's suitability for the job?

# ATTACHMENT 4

## State of Arizona Substitute W-9 & Vendor Authorization Form



Purpose: Establish or update a vendor account with the State of Arizona. This form meets the Federal requirements to request a taxpayer identification number (TIN), request certain certification and claims for exemption, as well as the State of Arizona requirements for vendor establishment.

Instructions: Complete form if

1. You are a U.S. person (including a resident alien);
2. You are a vendor that provides goods or services to a n Arizona state agency; **AND**
3. You will receive payment from the State of Arizona.

Return completed form to the state agency with whom you do business, for review and authorization.

See instructions below or refer to the IRS instructions at [www.irs.gov](http://www.irs.gov) for details on completing this form.



<b>• Type of Request</b> (Must select at least ONE)		<input type="radio"/> Change (Select the type(s) of change from the following:		<input type="checkbox"/> Tax ID <input type="checkbox"/> Legal Name <input type="checkbox"/> Entity Type <input type="checkbox"/> Minority Business Indicator	
<input type="radio"/> New Request <input type="radio"/> New Location (Additional Mail Code)				<input type="checkbox"/> Main Address <input type="checkbox"/> Remittance Address <input type="checkbox"/> Contact Information	
<b>• Taxpayer Identification Number (TIN) (Provide ONE Only)</b>					
Social Security Number (SSN)				OR Employer Identification Number (EIN)	
<b>• Entity Type</b> Must select one of the following (Coding (X#) is for internal purposes only)					
<input type="radio"/> Individual/Sole Proprietor or Sole Proprietor organized as LLC, PLLC (61)		<input type="radio"/> State of Arizona employee (1E)    STATE HRIS EIN			
<input type="radio"/> Corporation NOT providing health care, medical or legal services (5A)		<input type="radio"/> LLC, PLLC organized as corporation NOT providing health care medical or legal services (5A)			
<input type="radio"/> Corporation providing health care, medical or legal services (5M)		<input type="radio"/> LLC, PLLC organized as corporation providing health care medical or legal services (5M)			
<input type="radio"/> Partnership, LLP or Partnership organized as LLC or PLLC (5C)		<input type="radio"/> A state, a possession of the US, or any of their political subdivisions or instrumentalities (4G)			
<input type="radio"/> An international organization or any of its agencies/instrumentalities (5U)		<input type="radio"/> Other: Tax Reportable Entity (5P)    Description			
<input type="radio"/> The US or any of its political subdivisions or instrumentalities (2G)		<input type="radio"/> Other: Tax Exempt Entity (5H)			
<b>• Entity Name</b> Must Provide Legal Name)					
<b>Legal Name*</b>					
*Must match SSN or FEIN given. If Individual OR Sole Proprietorship enter First, Middle, Last Name.					
<input type="radio"/> <b>Main Address</b> Where tax information and general correspondence is to be mailed			<input type="radio"/> <b>Remittance Address</b> Where payment is to be mailed <input type="checkbox"/> Same as Main		
DBA/Branch/Location			DBA/Branch/Location		
Address			Address		
City	State	Zip code	City	State	Zip code
<b>• Minority Business Indicator</b> Must select one of the following (Coding (X#) is for internal purposes only)					
<input type="radio"/> Small Business (01)		<input type="radio"/> Small, Woman Owned Business- Hispanic (31)		<input type="radio"/> Minority Owned Business- African American (04)	
<input type="radio"/> Small Business- African American (23)		<input type="radio"/> Small, Woman Owned Business- Native American (33)		<input type="radio"/> Minority Owned Business- Asian (32)	
<input type="radio"/> Small Business- Asian (24)		<input type="radio"/> Small, Woman Owned Business- Other Minority (11)		<input type="radio"/> Minority Owned Business- Hispanic (74)	
<input type="radio"/> Small Business- Hispanic (25)		<input type="radio"/> Woman Owned Business (03)		<input type="radio"/> Minority Owned Business- Native American (15)	
<input type="radio"/> Small Business- Native American (27)		<input type="radio"/> Woman Owned Business- African American (17)		<input type="radio"/> Minority Owned Business- Other Minority (02)	
<input type="radio"/> Small Business- Other Minority (05)		<input type="radio"/> Woman Owned Business- Asian (18)		<input type="radio"/> Non-Profit, IRC § 501(c) (88)	
<input type="radio"/> Small, Woman Owned Business (06)		<input type="radio"/> Woman Owned Business- Hispanic (19)		<input type="radio"/> Non-Small, Non-Minority or Non-Woman Owned Business (00)	
<input type="radio"/> Small, Woman Owned Business- African American (29)		<input type="radio"/> Woman Owned Business- Native American (21)			
<input type="radio"/> Small, Woman Owned Business- Asian (30)		<input type="radio"/> Woman Owned Business- Other Minority (08)		<input type="radio"/> Individual, Non-Business (00)	
<b>• Vendor Contact Information</b>					
Name			Title		
Phone #	Ext.	Fax	Email		
<b>• Certification</b> <input type="checkbox"/> <b>Exempt from backup withholding</b>					
1. Under Penalties of perjury, I certify that: 2. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) AND I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding AND 3. I am a U.S. person (including U.S. resident alien). Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on you tax return. For real estate transaction, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. <i>The Internal Revenue Service does not require your consent to any provision of this document other than the certification required to avoid backup withholding.</i>					
<b>Signature</b>		<b>Title</b>		<b>Date</b>	
STATE OF ARIZONA <u>AGENCY</u> USE ONLY			VENDOR: DO NOT WRITE BELOW THIS LINE		
<b>Agency Authorization:</b> Print Name		Signature		Title	
AGY	Phone #	Email	Date		
STATE OF ARIZONA <u>GAO</u> USE ONLY			VENDOR & STATE AGNECY: DO NOT WRITE BELOW THIS LINE		
<input type="checkbox"/> IRS TIN Matching <input type="checkbox"/> Corporation Commission		Vendor Number		Processed by	
<input type="checkbox"/> HRIS <input type="checkbox"/> GAO-03 <input type="checkbox"/> Other				Date Processed	

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